CITY OF BALTIMORE

Shantay Jackson
Director

MONSE

MAYOR'S OFFICE OF
NEIGHBORHOOD SAFETY & ENGAGEMENT
100 Holliday Street, Rm 341
Baltimore, Maryland 21202
monse.baltimorecity.gov

REQUEST FOR APPLICATIONS (RFA)

Release Date: July 20, 2022
Application Due: August 17, 2022, 11:59pm
Anticipated Award Notification: September 6, 2022
Anticipated Contract Start: January 3, 2023

INTRODUCTION:

This Request for Applications (RFA) is to secure an organization or multiple organizations to lead trainings related to trauma informed care and practices for community organizations and individual community members in collaboration with the Trauma Informed Care Task Force. Contracts will be awarded though American Rescue Plan Act (ARPA) funds administered by the Mayor's Office of Neighborhood Safety and Engagement (MONSE).

BACKGROUND:

The American Rescue Plan Act (ARPA) has provided $641 million in one-time funding to the City of Baltimore in response to the COVID-19 public health emergency and its negative economic impacts. Through MONSE, Baltimore will put $50 million in ARPA funding toward violence prevention efforts, $5 million of which has been allocated for programing related to community healing and trauma-informed care.

About the Elijah Cummings Healing City Act

In February 2020, the Elijah Cummings Healing City Act was enacted by the Baltimore City Council.

What is the Elijah Cummings Healing City Act?

The Elijah Cummings Healing City Act ("HCA") established a Trauma-Informed Care Task Force that is responsible for ensuring agencies across the city of Baltimore are engaging individuals in formal trauma-informed care training.

Overall, the HCA is intended to drive a citywide cultural shift towards a trauma-responsive government, including the establishment of specific metrics to measure progress on this initiative. This will require coordination across various departments and agencies and the sharing of best practices on trauma-informed approaches.

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APPLICANT ELIGIBILITY:

To apply, applicants are expected to:
- Have a history of being a Baltimore City centric community-based organization with skills in engaging and working directly with Baltimore citizens and neighborhoods of all socio-economic backgrounds.
- Provide evidence of substantial experience providing training and technical assistance to community members with a special focus on addressing trauma and healing.
- A letter of support from another community-based organization or agency within Baltimore City.
- Evidence of being in good standing as a business/organization with the State of Maryland or have a fiscal sponsor that is an organization in good standing with the State.
- Be a 501(c)(3) public charity and not a private foundation under 509(a)(1), (2), (3), or (4) or a relationship with a fiscal sponsor that meets this definition.
- Have a physical office within Baltimore city limits.

SCOPE OF WORK:

The Scope of Work will focus on trainings for community organizations and individual community members in collaboration with MONSE and the Trauma Informed Care Task Force. The following deliverables outline basic aspects of the scope of work.

Deliverable #1: Explore the needs and wishes of communities and community members regarding trainings that promote healing, wellness, and recovery. This exploration could include administering community surveys, holding listening sessions, and/or conducting focus groups and in-depth interviews. Recognizing the urgent need in our community, exploration of needs may be implemented concurrently with training development. Note: The grantee organization(s) should have knowledge of the Healing City Act, agency trainings, and other existing local resources for healing. The organization should work to bridge the space between existing resources and development of new resources.

Deliverable #2: Develop trainings that meet the community needs identified in Deliverable #1, as well as a plan for how to deliver them. Training development could include detailed plans/curricula for in person and/or virtual trainings. Training delivery can begin before all trainings have been completed to address emerging community needs.

Deliverable #3: Deliver newly developed trainings, and/or promote access to existing trainings and materials, that foster healing, wellness, and recovery to wholeness for community organizations and community members who want these trainings. Trainings could potentially use a train-the-trainer model to promote sustainability.

Deliverable #4: Partner to create a library of recorded trainings that can be accessible to the community, as well as other supporting materials. (Recorded trainings can be used in different ways, including delivery by a facilitator and for use as "refresher trainings.")

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APPLICATION CHECKLIST

The application should be submitted no later than **August 9, 2022 at 11:59pm** The application should include the following documents:

    i.   Description of Organization.
    ii.   Scope of Work, responsive to the four deliverables noted on page two.
    iii.   Detailed Budget and Budget Narrative using approved template.
    iv.   Letter of Support (2 maximum).
    v.   Proof of Legal Status (e.g. determination letter).
    vi.   Must be registered to conduct business in the Baltimore City.
    vii.   Evidence of Good Standing with State of Maryland MBE or WMBE certifications, if applicable.
    viii.   Provide a list of any legal actions taken against your organization, including lawsuits, injunctions, or court orders.
    ix.   If the entity has a board, identify its members (this may be expressed as a link to a website that identifies board members).
    x.   Provide one copy of the two most recent audit reports and/or financial statements for the organization.
    xi.   Resume/CV for principal project lead(s).

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PROPOSAL EVALUATION CRITERIA:

The application will be deemed responsive if the applicant(s) responds to and meets all of the requirements of the RFA. Applicants **may** be invited for interviews to discuss the proposal elements in more detail at the discretion of the selection committee. MONSE reserves the right to cancel this RFA and solicit new proposals if, in MONSE's sole judgment, the best interests of MONSE will be served by doing so. The selection committee will evaluate each application and use the following for scoring components for each submission:

	Points
Demonstrated Experience of Quality Service Delivery: Score is based on background, performance, and organizational stability— whether the applicant(s) adequately addressed all the response items quality of response, strength of experience, and demonstrated achievements/results. Does the applicant(s) present a reasonably knowledgeable group of individuals to carry out proposed work?	20
Scope of Work Assessment based on appropriateness of response to all items in the instructions, strength of approach and processes, and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.	30
Community Engagement ant Response Does the applicant(s) have deep, long-standing connections in the Baltimore community, potentially including lived experiences that connect to the training, and extent that the applicant(s) demonstrated its ability to perform the functions described in its project plan. Our approach will examine whether the applicant received favorable recommendation from other community organization. Additionally, we will thoroughly examine and consider, if any public comments and responses received during the public comment portion of the evaluation.	20
Fiscal Integrity: Score is based on demonstrated past fiscal integrity through compliance and accountability for expenditures of funds in accordance with GAAP. The applicant(s) must have responded positively with corrective action to any audit financial findings. Score is also based on capacity to handle the level of funding requested and experience with similar size grants.	15
Cost of Overall Project: Assessment examines proposed scope of work compared to the applicant(s) proposed budget and feasibility within those constraints.	15
Total	**100**
Joint Application Score based on whether the application is received as a joint application among two or more organizations. - One applicant has operating budget less than $500,000 (2.5 points) - Two or more applicants with budget less than $500,000 (5 points)	5

ADDITIONAL NOTES

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- Applications will be screened and reviewed for eligibility by MONSE staff before advancing to the next phase of the application process.
- After initial screening, applications will be reviewed by a panel of 5-9 community reviewers who will make recommendations on awards to MONSE.
- MONSE may select several awardees from the application pool.
- Awardees are not guaranteed the full amount for which they apply.
- Anticipated Award notification date for applicants is **September 6, 2022**.
- Right of Rejection. MONSE reserves the right, at its sole discretion, to reject any and all applications.

AVAILABILITY OF FUNDS:
- All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by city policies and/or regulations.
- Awards will be made as reimbursable grants.
- Funding for this project is limited to $510,000 over a 2-year period with work expected to **begin no later than 1/3/2023.**

Questions related to this RFA should be sent monse.grants@baltimorecity.gov